

## Instructions for: Tier 2 Businesses (MBE/WBE) participation reporting on created Purchase Orders.

Originally the Tier 2 Min Bus tab was where a user would report if any MBE/WBE participation occurred on the awarded PO. The Tier 2 Min Bus tab has been updated. The Tier 2 Min Bus tab has been changed to the Tier 2 Details tab. You will be able to view the original Tier 2 Min Bus tab but all information will be grayed out and will not be able to be changed. The new Tier 2 Details tab in the Maintain Purchase Order module is now for the reporting of any Minority or Women owned business use by the awarded vendor for completion of the award. These instructions will help you complete the Tier 2 Details tab during the completion of your Purchase Order. The system will not allow you to save the Purchase Order unless you have completed the following steps.

### Step 1:

Determine if items on Purchase Order came from a QPA. If the items were not from a QPA then skip to Step 4. If the items were from a QPA you will need to first determine the MBE/WBE percentages and vendors for the QPA before completing the process.

### Step 2:

Find MBE/WBE percentages on QPA contract by following this navigation: Purchasing>Procurement Contracts>Maintain Contracts. Select the Find an Existing Value tab. Then, enter the QPA number into the Contract ID, as it is displayed on the Procurement website in the QPA listing, and click Search.

**PeopleSoft.**

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**Contract ID**  
Enter any Contract ID you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value** | **Add a New Value**

**SetID:** [=] [STIND] [Search]  
**Contract ID:** [begins with] [9965] [Search]  
**Short Vendor Name:** [begins with] [Search]

**Search** | **Clear** | [Basic Search](#) | [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

Windows taskbar: Start | Windows Media Player | Inbox - Microsoft Outlook | Tier 2 Businesses reporti... | Maintain Contracts - ... | IDOA - Procurement Divi... | Internet | 4:59 PM

### Step 3:

Click on the Tier 2 Details tab to see the MBE/WBE participation on the QPA contract. Copy the MBE/WBE participation information down for entry into your Purchase Order. Make sure you record all four pieces of information. Continue to Step 4 to complete the process of entering the Tier 2 information into your Purchase Order.

PeopleSoft.

SetID: STIND Contract ID: 0000000000000000000009773

Tier 2 Type	BRN	Name	Percentage
1 MBE	0000003739	DIGITAL INTELLIGENCE SYSTEMS CORPORATION	0.75

Save Return to Search Notify Refresh Add Update/Display

Header | Line | Release | Tier 2 Details

#### Step 4:

At the Manage Purchase Order screen you will select your Purchase Order.

#### Step 5:

Once you get to the appropriate Purchase Order you will see four tabs at the top of the screen. They are PO Form, Schedule, Tier 2 Details, and Tier 2 Min Bus. You will need to click on the Tier 2 Details tab to enter your Minority or Women owned business participation.

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PO Form | Schedule | **Tier 2 Details** | Tier 2 Min Bus

Unit: 00061 PO: 8750291

T2 Type	BRN	Percentage/Amount	T2 Type
1			

PO Total: 1269385.000

MBE Amount: WBE Amount:

% Participation: % Participation:

Save | Return to Search | Next in List | Previous in List | Notify | Refresh | Add | Update/Display

PO Form | Schedule | Tier 2 Details | Tier 2 Min Bus

Done | Start | Windows... | Inbox - ... | Maintai... | 10.1.43... | Tier 2 Bu... | 9:47 AM

### Step 6:

Once you have clicked on the Tier 2 Details screen you will first have to select the T2 Type by clicking on the drop down arrow below the T2 Type field and select the type of participation you have on this PO, from the information listed on the Minority and Women's Business Enterprise Participation Plan from your complete bid package. You can select MBE, WBE or None. **If you have no MBE/WBE participation you will need to select none and then save and you are done. Otherwise select the first type of participation and continue to Step 7.**

Maintain Purchase Orders - Microsoft Internet Explorer

File Edit View Favorites Tools »

Address <https://financial.gmis.in.gov/psprd/EMPLOYEE/ERP/c/MAT> Go

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PO Form Schedule Tier 2 Details Tier 2 Min Bus

Unit: 00061 PO: 06750291

T2 Type	BRN	Name	% / \$	Percentage/Amount
1				

MBE  
None  
WBE

PO Total: 1269385.000

MBE Amount: WBE Amount:

% Participation: % Participation:

Save Return to Search Next in List Previous in List Notify Refresh Add Update/Display

[PO Form](#) | [Schedule](#) | [Tier 2 Details](#) | [Tier 2 Min Bus](#)

Done

Start Windows... Inbox - ... Maintai... \*\*\* DE... Tier 2 Bu... Maintain ... Internet 9:50 AM

### Step 7:

Once you have selected the type of participation it will open a new field under the **BRN** (bidder registration number) heading. This field will allow you to select only certified MBE/WBEs. The listing you will see will be based on the Tier 2 Type (T2 Type) you have selected. If you selected Minority all you will see are the certified Minority Businesses. **You can not select the prime vendor as the MBE/WBE vendor on the PO because it will not save.**




**INDIANA**

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PO Form Schedule **Tier 2 Details** Tier 2 Min Bus

Unit: 00061 PO: 06750291

T2 Type	BRN	Name	%% / \$	Percentage/Amount
1	MBE		Amount	 

PO Total: 1269385.000

MBE Amount: WBE Amount:

% Participation: % Participation:

Save Return to Search Next in List Previous in List Notify Refresh Add Update/Display

PO Form | Schedule | Tier 2 Details | Tier 2 Min Bus

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### Step 8:

You will need to see if the vendor listed on the Minority and Women's Business Enterprise Participation Plan. To obtain a searchable listing of all certified vendors you will need to click on the magnifying glass icon. The best way to search is by the company name (Name 1). You should change the **begins with** to **contains** and use a portion of the company name. Once you have found the correct vendor click on the vendor link and it will fill the BRN and Name fields or if you know the M/WBE bidder number, you can type it in once you have selected the Tier 2 Type and it will populate the vendor name.

Bidder ID	Name 1	Name 2	CEO Name	City - Other	State	Zip Code	Phone Number	Certification Date	Expiration Date
0000000078	Pyramid Consulting, Inc.	(blank)	Lalitha Vadiamudi	Noblesville	IN	46060	317/776-9920	05/17/2004	05/31
0000000115	TaskForce Facility Services	(blank)	David Moore	Plainfield	IN	46168	317/839-7355	12/30/2003	12/31
0000000144	Island Promotions, LLC	(blank)	David Rogers	Noblesville	IN	46060	317-578-8190	11/07/2003	11/30
0000000147	Safis Solutions, LLC	(blank)	W. Poulsen	Fishers	IN	46038	317-847-8897	06/08/2003	06/30
0000000151	USInfrastructure - Indiana, Inc.	USI - Indiana, Inc.	Sohan Singh	Fort Wayne	IN	46825	260/489-6635	08/30/2004	08/31
0000000162	Burghardt Group, LLC	(blank)	Cherrish Pryor	Indianapolis	IN	46206	317-280-1512	09/08/2003	09/30
0000000208	Kamm Enterprises	(blank)	Karen Atkinson	Mason	OH	45040	513/543-3372	06/08/2003	06/30
0000000209	Task Force Detective Agency, Inc.	(blank)	Joel Rodriguez	Merrillville	IN	46410	219/712-7009	07/06/2004	07/31
0000000221	Anthony F. Tavlas, Professional Corp.	(blank)	Anthony Tavlas	Munster	IN	46321	219-836-0900	06/08/2003	04/30
0000000321	Above And Beyond Services, Inc.	(blank)	Keith Walker	Indianapolis	IN	46260	317/257-0739	02/21/2005	02/25
0000000431	Lapsley, Inc.	(blank)	Donita Mudd	Fort Wayne	IN	46853	260/745-3265	09/13/2004	09/30
0000000438	Hardnet Electric	(blank)	Nick Hardnet	South Bend	IN	46680	574/239-1622	09/08/2004	09/30
0000000451	Genesis Electrical Supply, Inc.	(blank)	Debra Baker	Garv	IN	46407	219/884-1989	11/29/2004	11/30

### Step 9:

Once you have selected the correct vendor the field %/\$ will open for you to complete. You will need to click on the drop down arrow and select Amount or Percent depending on the information you have.

T2 Type	BRN	Name	%/\$	Percentage/Amount
1	MBE	Pyramid Consulting, Inc.	Amount	

PO Total: 1269385.000  
MBE Amount: \_\_\_\_\_  
% Participation: \_\_\_\_\_  
WBE Amount: \_\_\_\_\_  
% Participation: \_\_\_\_\_

### Step 10:

Once you have selected to use Amount or Percent the field titled Percentage/Amount will open for you to place either the amount of participation by dollar amount or percentage of the contract.

**INDIANA**

Unit: 00061 PO: 06750291

T2 Type	BBN	Name	% / \$	Percentage/Amount
1	MBE	0000000078 Pyramid Consulting, Inc	Amount	

PO Total: 1269385.000  
MBE Amount: WBE Amount:  
% Participation: % Participation:

Save Return to Search Next in List Previous in List Notify Refresh Add Update/Display

PO Form | Schedule | Tier 2 Details | Tier 2 Min Bus

### Step 11:

To add any additional participation for this PO, you will click on the yellow + to add a new row of information and then follow all the steps for each additional participation entry. Once you have entered all participation for the PO you will then click save and the system will calculate the MBE and WBE participation and dollar amount total for you, the total for the participation can not be 100%. If you list 100% MBE/WBE participation you will get an error and not be able to save this PO.

**INDIANA**

Unit: 00061 PO: 06750291

T2 Type	BBN	Name	% / \$	Percentage/Amount
1	MBE	0000000078 Pyramid Consulting, Inc	Amount	

PO Total: 1269385.000  
MBE Amount: WBE Amount:  
% Participation: % Participation:

Save Return to Search Next in List Previous in List Notify Refresh Add Update/Display

PO Form | Schedule | Tier 2 Details | Tier 2 Min Bus